

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2016-17

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn : Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code) : Sheng Kung Hui St. Christopher's Home Limited (668)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ¹

(a) Number of staff 1

(b) Comparable rank in civil service SSWO

(c) Post Chief Executive

(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$1,351,154
[1(d) should be equal to or greater than 1(e)] *(round up to dollar)*

(e) Total annual staff costs under SWD subventions \$1,351,154
[1(e) = 1(g)(i) + (ii) + (iii) + (iv)] *(round up to dollar)*

(f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months

(g) Breakdown of (1)(e)

(i) Salary ³ \$1,188,000.00

(ii) Provident Fund \$162,423.00

(iii) Cash Allowance ⁴ (please specify if any: _____) \$----

(iv) Non-cash based Benefits ⁵ (please specify if any: Premium of Indemnity Insurance) \$731

(2) Staff of 2nd Tier ¹

(a) Number of staff	4	
(b) Comparable rank in civil service	SWO, ASWO	
(c) Post	Assistant Chief Executive, Service Director	
(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$3,397,009 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$3,397,009 <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ³		\$2,819,126.17
(ii) Provident Fund		\$438,973.47
(iii) Cash Allowance ⁴ (please specify if any: #1 and #2)	\$133,790.00
(iv) Non-cash based Benefits ⁵ (please specify if any: #3)	\$5,119.00

#1 Long Service Payment; #2 ESGH Service Allowance; #3 Premium of Indemnity and Medical Insurance

(3) Staff of 3rd Tier ¹

(a) Number of staff	20	
(b) Comparable rank in civil service	AOII, EOII, ASWO, CP	
(c) Post	Accounting Officer, Administrative Secretary, Human Resources Manager, Unit-in-charge, Social Worker and Clinical Psychologist	
(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$11,318,734 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$9,304,711 <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary ³		\$8,128,444.68
(ii) Provident Fund		\$1,139,582.57
(iii) Cash Allowance ⁴ (please specify if any: #2)	\$20,047.50
(iv) Non-cash based Benefits ⁵ (please specify if any: #3)	\$16,635.75

Review for changes

	<u>2015-16</u> (the year before)	<u>2016-17</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	<u>\$13,506,575</u>	<u>\$14,052,874</u>

(2) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and found no changes in their remuneration as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and found changes in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

- There was an annual salary review to all staff with salary increase ranged from 4.19% to 6% in 2016/2017.
- According to our staff performance appraisal system, staff might entitle salary increase individually if obtain good rating on their annual performance appraisal.
- There was a management re-structure effective in 2016/2017.
- In April 2016, an one-off Additional Voluntary Employer Contribution has been provided to all staff in subvented units who joined the MPF scheme, according to the approval by the Council

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: November 21, 2017) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

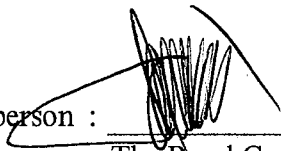
(*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

Part C: Declaration by Chairperson

I declare that the information as provided in Part A and Part B is correct.

Contact Person : Mr. Vincent Cheng

Signature of Chairperson : 

Title : Human Resources Mgr.

Name : Peter Douglas Koon

Tel. : 3756 4455

Tel. : 2520 1056

Email : hr_ic@skhsch.org.hk

Date : 31 OCT 2017